

SiteManager Training Manual



Module B
Chapter 1

Daily Work Reports (+)
Daily Work Reports

Section B-1-1

Creating a Daily Work Report

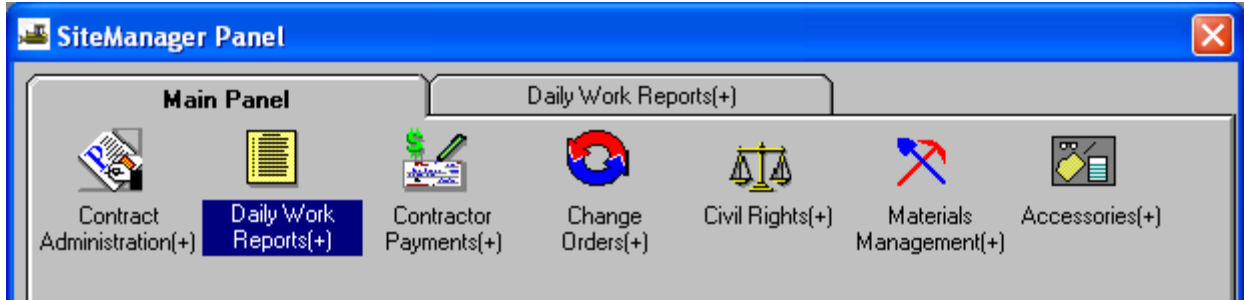
Student's Version

Indiana Department of Transportation
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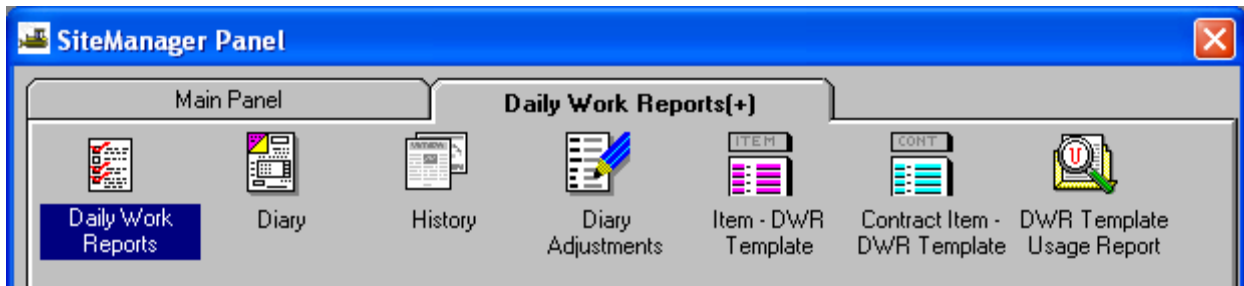
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Creating a Daily Work Report

This section will explain how to create a Daily Work Report (DWR).



“Double-click” on **Daily Work Report (+)** icon, located on the **Main Panel**



“Double-click” on **Daily Work Reports** icon.


The **Daily Work Report** window will open.

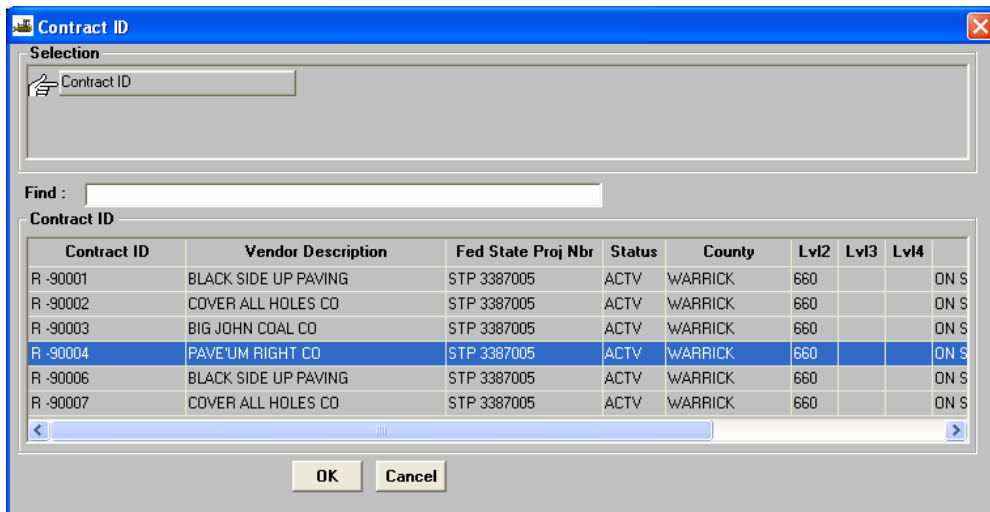
There are six tabs where contract information will be captured:

- **DWR Info:** Daily Work Report documents information pertaining to weather and controlling operation
- **Contractors:** **Contractors** daily attendance record referring to Contractor's workforce such as:
Supervisor(s),
Worker(s) by personnel type
- **Contractors Equip:** **Contractors Equipment** tab documents the presence and use of equipment on the job site by selected Contractor(s).
- **Daily Staff:** **Daily Staff** tab will not be used by INDOT.
- **Work Items:** **Work Items** tab is used to document installed work items by selected contractor by project.
- **Force Accounts:** **Force Accounts** tab will not be used by INDOT

“Click” on **Services** located above the toolbar.

“Click” on **Choose Keys** from the dropdown list.

If a contract is already open then “click” on the **New**  button on the toolbar.




The Select Contract window opens.

The Bottom Panel contains the following columns:

- **Contract ID:** is the identification number assigned to the contract.
- **Vendor ID:** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** is the unique identifier for the project.
- **Status:** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the actual work location.

“Double-click” on the appropriate **Contract ID**.

If a contract has previously been selected “click” on the **open**  folder located on the toolbar and select the appropriate contract.

DWR Info tab

The screenshot shows the 'Daily Work Reports' window in AASHTO SiteManager. The 'DWR Info' tab is selected. The form contains the following fields and controls:

- Contract ID:** A text field containing 'R-90004'.
- Inspector:** A text field containing 'Fly, Hyrum D.'.
- DWR Date:** A text field containing '09/14/07'.
- Locked:** A checkbox labeled 'No'.
- Authorized:** A checkbox labeled 'No'.
- Authorized Date:** A text field containing '00/00/00'.
- Temperature:** Two text fields labeled 'High:' and 'Low:'.
- Weather Conditions:** Two dropdown menus labeled 'A.M.:' and 'P.M.:'.
- No Work Items Installed:** A checked checkbox.
- No Contractors On Site:** A checked checkbox.
- No Daily Staff On Site:** A checked checkbox.
- Work Suspended:** A checkbox.
- Suspended Time:** A time selection field showing '00:00'.
- Resumed Time:** A time selection field showing '00:00'.
- Remarks:** A large text area with a vertical scrollbar.
- Navigation:** A list box on the left with options: 'Accident', 'District Staff Review', and 'DWR Work Operations'. The 'DWR Work Operations' option is selected.

The top section contains the following information:

Contract ID: the **Contract ID** is the identification number assigned to the contract.

Inspector: the **Inspector** field contains the name of the individual that is creating or has created the Daily Work Report. This field is populated automatically.

DWR Date: the **DWR Date** is the date the DWR information was entered. The current date will automatically populate in the date field. To change the date, “double-click” in the **DWR Date** field.

The screenshot shows a 'Select Date' dialog box. It displays a calendar for September 2007. The days of the week are listed at the top: S, M, T, W, T, F, S. The dates 1 through 30 are arranged in a grid. The date 6 is highlighted. At the bottom, there are three buttons: 'OK', 'Cancel', and a button with a right-pointing arrow.

“Click” on the appropriate date and “Click” **OK**.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D.

DWR Date: 09/14/07

Locked: No Authorized: No Authorized Date: 00/00/00	Temperature High: <input type="text"/> Low: <input type="text"/>	Weather Conditions A.M.: <input type="text"/> P.M.: <input type="text"/>
No Work Items Installed: <input checked="" type="checkbox"/> No Contractors On Site: <input checked="" type="checkbox"/> No Daily Staff On Site: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/> Suspended Time: 00:00 Resumed Time: 00:00	INDOT

Remarks:

The middle panel contains the following information:

- **Locked:** the **Locked** field notifies the viewer that the DWR may be edited when populated with **No** or can not be edited but only viewed, when populated with a **Yes**. This field automatically populates.
- **Authorized:** the **Authorized** field notifies the viewer that the DWR has been reviewed and approved. This field automatically populates.
- **Authorized Date:** the **Authorized Date** field contains the date the DWR was approved. This field automatically populates.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07

Locked: No Temperature High: 78 Low: 54 Weather Conditions A.M.: Partly Cloudy P.M.: Cloudy

Authorized: No Authorized Date: 00/00/00

No Work Items Installed: ☒ No Contractors On Site: ☒ No Daily Staff On Site: ☒ Work Suspended: ☐ Suspended Time: 00:00 Resumed Time: 00:00

INDOT

Remarks:

Accident District Staff Review DWR Work Operations

Temperature field is used to record the **High** and **Low** temperatures of the work day.

“Click” in the **High** temperature field. “Enter” the **High** temperature for the day. Temperature may be adjusted with up/down arrows.

“Click” in the **Low** temperature field. “Enter” the **Low** temperature for the day. Temperature may be adjusted with up/down arrows.

Weather Conditions field is used to record weather conditions of the work day both in the **A.M.** and **P.M.**

Weather Condition:

- Clear
- Cloudy
- Other
- Partly Cloudy
- Rain
- Snow
- Tornado
- High Winds
- Fog

“Click” the dropdown arrow in the **A.M.** field and “select” the appropriate weather condition.

“Click” the dropdown arrow in the **P.M.** field and “select” the appropriate weather condition.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07

Locked: No
Authorized: No
Authorized Date: 00/00/00

Temperature
High: 78
Low: 54

Weather Conditions
A.M.: Partly Cloudy
P.M.: Cloudy

No Work Items Installed: ☒
No Contractors On Site: ☒
No Daily Staff On Site: ☒

Work Suspended: ☒
Suspended Time: 06:45
Resumed Time: 15:30

INDOT

Remarks:

Accident
District Staff Review
DWR Work Operations

Note: the bottom left section of the panel contains:

No work Items Installed,
No Contractors On Site,
No Daily Staff On Site

Check boxes are pre-populated with a check mark until information is entered on the appropriate tabs.

Once the information is entered and saved the check mark is no longer populated.

Work Suspended field is used to record time when the contract work is suspended. Time is based on a 24 hour clock (Military time).

NOTE: Only the PE/S populates the work suspended information.

“Click” in the **Work Suspended** check box, if appropriate.

“Click” in the **Suspended Time** field.

“Enter” the appropriate time the work was suspended.

“Click” in the **Resumed Time** field.

“Enter” the appropriate time the work was resumed.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07

Locked: No Authorized: No Authorized Date: 00/00/00

Temperature High: 78 Low: 54

Weather Conditions A.M.: Partly Cloudy P.M.: Cloudy

No Work Items Installed: ☒ No Contractors On Site: ☒ No Daily Staff On Site: ☒ Work Suspended: ☒

Suspended Time: 06:45 Resumed Time: 15:30

INDOT

Remarks:

Accident District Staff Review DWR Work Operations

During the life of the contract additional information will need to be recorded. The following are **Remarks** category options:

- **Accident**
- **District Staff Review**
- **DWR Work Operations**
- **EEO Issues**
- **General Remarks**
- **Media/Press**
- **Other**
- **Personnel Remarks**
- **PE/S Controlling Operation**
- **PE/S Fractional Day Workable**
- **Safety Violations**
- **Staff Remarks**
- **Supervisor Remarks**
- **Traffic**
- **Visitor**
- **Work Suspended**

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window is titled "Daily Work Reports" and contains several tabs: "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "DWR Info." tab is active, showing fields for "Contract ID:" (R-90004), "Inspector:" (Fly, Hyrum D.), and "DWR Date:" (09/14/07). Below these are sections for "Locked:" (No), "Authorized:" (No), and "Authorized Date:" (00/00/00). A "Temperature" section shows "High:" (78) and "Low:" (54). A "Weather Conditions" section shows "A.M.:" (Partly Cloudy) and "P.M.:" (Cloudy). There are checkboxes for "No Work Items Installed:", "No Contractors On Site:", and "No Daily Staff On Site:", all of which are checked. A "Work Suspended:" checkbox is also checked, with "Suspended Time:" (06:45) and "Resumed Time:" (15:30) fields. A blue "INDOT" button is visible. At the bottom, there is a "Remarks:" section with a scroll list on the left containing "EEO Issues", "General Remarks", and "Media/Press". The "General Remarks" option is selected, and the main text area contains the placeholder text "Any General Remarks can be placed here."

“Click” the **Remarks** type from the scroll list to the left of the Remarks field.

“Enter” appropriate information in the **Remarks** field.

NOTE: the **PE/S Controlling Operation** and **PE/S Fractional Day Workable** remarks will be recorded by **PE/S** only.

“Click” the **Save**  icon located on the toolbar.

Contractors tab

The contractor’s personnel information will be recorded in the **Contractors** tab. At a minimum a **Contractor** must be selected to allow **Work Items** to be recorded.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07

Locked: No Authorized: No Authorized Date: 00/00/00

Temperature High: 78 Low: 54

Weather Conditions A.M.: Partly Cloudy P.M.: Cloudy

No Work Items Installed: ☒ No Contractors On Site: ☒ No Daily Staff On Site: ☒ Work Suspended: ☒ Suspended Time: 06:45 Resumed Time: 15:30

INDOT

Remarks: Any General Remarks can be placed here.

EEO Issues General Remarks Media/Press

The Contractors tab contains three panels for collecting information:

- **Contractor:** contains information pertaining to the identities of the contractors operating on site the date of the DWR
- **Supervisor:** contains information pertaining to the contractor’s supervisors on site the date of the DWR.
- **Personnel Type:** contains information pertaining to the numbers and classification of non-supervisory personnel working for the contractor on the DWR date.

“Click” on **Contractors** tab located in the top panel.

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports New


DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT

Supervisor/Foreman Name INDOT

“Click” on **Contractor** panel.

“Click” the **New**  button located on the tool bar.

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO. ** PRIME **			
99-9999699 REFLECTIVE GUARDRAIL CO.			
99-9999644 GRINDING TEETH MILLERS			
99-9999655 ODD SHAPE CONCRETE CO.			
99-9999666 MOLEHILL SOD CO.			
99-9999677 NIGHT TIME PAVING CO.			

Supervisor/Foreman Name INDOT

Personnel Type Nbr of Persons INDOT

“Click” on the drop down arrow.

“Select” the appropriate **Contractor** from drop down list.

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File Edit Services Window Help

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **			

Supervisor/Foreman Name INDOT

Individual **Supervisor/Foreman's Name** or title must be selected.

“Click” on **Supervisor/Foreman Name** panel located in the middle panel.

“Click” the **New**  button located on the tool bar.

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File Edit Services Window Help

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **	1		

Supervisor/Foreman Name INDOT

- HMA Paving Foreman
- Bridge Foreman
- Embankment Foreman
- Foreman
- Grade Foreman
- HMA Paving Foreman

DOT

“Click” on the **Supervisor/Foreman Name** drop down list and select the appropriate Supervisor/Foreman title.

Repeat this step until all of the Contractor's **Supervisor/Foremen** have been selected.

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File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	1	6	

Supervisor/Foreman Name INDOT

HMA Paving Foreman

Personnel Type	Nbr of Persons	INDOT
Laborer	3	
Equipment Operator	2	
Q/C Q/A H.M.A. Tech	1	
Lineman		
Mason		
Plumber		
Q/C Q/A Concrete Tech		
Q/C Q/A H.M.A. Tech		

It is necessary to record the **Personnel Type**, **Number of Persons** associated to the **Personnel Type** for the contractor in the bottom panel.

“Click” on **Personnel Type**.


“Click” the **New**  button located on the toolbar.

“Select” the **Personnel Type** from the drop down list.

For each **Personnel Type**, “enter” the **Number of Persons**.

“Click” the **Save**  button located on the tool bar.

Note: Only one contractor’s information can be entered at a time.

To enter additional contractor’s information “click on the **New**  button located on the toolbar and move to the start of the “**Contractors**” section beginning with page 10 and repeat the steps listed.

Contractor Equipment Tab

The screenshot shows the AASHTO SiteManager interface. At the top is a blue header bar with the text "AASHTO SiteManager". Below this is a menu bar with "File", "Edit", "Services", "Window", and "Help". A toolbar with various icons is located below the menu bar. The main area is titled "Daily Work Reports" and contains several tabs: "DWR Info", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "Contractor Equip." tab is selected. Below the tabs, there are input fields for "Contract ID:" (containing "R-90004"), "Inspector:" (containing "Fly, Hyrum D."), and "Date:" (containing "09/14/07"). Below these fields are two tables. The first table has columns for "Contractor", "Nbr of Supervisors", "Nbr of Workers", and "INDOT". It contains one row with the contractor "99-9999966 PAVE'UM RIGHT CO "" PRIME """, 1 supervisor, and 6 workers. The second table has columns for "Equipment ID - Description", "Nbr. of Pieces", "Nbr Used", and "INDOT". It contains one row with 0 pieces and 0 used.

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO "" PRIME ""	1	6	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
	0	0	

“Click” on **Contractor Equip.** tab.

Contractor’s equipment must be associated to the appropriate Contractor for each day worked. Two panels appear for collecting information:

- **Contractor:** the **Contractor** tab is for selecting the identity of the contractor whose equipment use data is to be collected.
- **Equipment ID - Description:** the Equipment ID – Description panel is used to identify the equipment used by the selected contractor on the DWR date.

“Click” on the appropriate **Contractor** in the top panel.

If no contractor is populated in the top panel “click” on the dropdown arrow and “click” on the appropriate **Contractor**

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME **	1	6	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
HMAPT200 H.M.A. Paver-Track	2	1	
RVD100 Roller-Vibratory Drum	2	2	
TDTP100 Truck-Distributor Tack/Prime	1	1	
TCS100 Truck-Chemical Sprayer			
TDTP100 Truck-Distributor Tack/Prime			
TF100 Truck-Flatbed			
TG100 Tree Grinder			
TH100 Track Hoe			

The appropriate pieces of equipment and the appropriate number of pieces of equipment on-site will be selected from the bottom panel.

“Click” on **Equipment ID-Description** field.

“Click” the **New**  button located on the toolbar.

“Click” on the appropriate **Equipment ID-Description** from the drop down list.

“Enter” the appropriate number of pieces of equipment related to the description on-site in the **Nbr. of Pieces** column.

“Enter” the appropriate number of pieces used in the **Nbr Used** column.

NOTE: Force Account information is not recorded here.

“Click” the **Save**  button located on the toolbar.

Daily Staff Tab

INDOT will not use the Daily Staff portion of the DWR.

Work Items Tab

AASHTO SiteManager

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Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: JR-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Project Number	Line Item Number	Category Number	Item Code	Description	Supplemental Instld Description 1
9620710	0011	0001	207-08263	SUBGRADE TREATMENT, TYPE 1A	
9620710	0012	0001	301-07448	COMPACTED AGGREGATE, NO. 53, BASE	
9620710	0013	0001	306-08034	MILLING, ASPHALT, 38 mm	
9620710	0014	0001	306-08043	MILLING, TRANSITION	
9620710	0015	0001	401-07334	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm	
9620710	0016	0001	401-07403	QC/QA-HMA, 3, 76, INTERMEDIATE, 19.0 mm	
9620710	0017	0001	401-07408	QC/QA-HMA, 3, 64, BASE, 25.0 mm	
9620710	0018	0001	402-07451	HMA, TYPE B, WEDGE AND LEVEL	
9620710	0019	0001	405-05518	ASPHALT FOR PRIME COAT	
9620710	0020	0001	406-05520	ASPHALT FOR TACK COAT	

“Click” on **Work Items** tab.

The **DWR Record Work Items List** appears containing columns for:

- **Project Number:** **Project Number** is the identification of the project which contains the work item.
- **Line Item Number:** **Line Item Number** is the bid proposal line number for the work item
- **Category Number:** the default setting of 0001 will be used.
- **Item Code:** **Item Code** is the INDOT defined code describing the work item.
- **Description:** **Description** is the title or description of the work item.
- **Instld:** **Instld** is an indicator that the work item has been installed.
- **Supplemental Description 1:** **Supplemental Description 1** is used to provide additional information for the work item.
- **Supplemental Description 2:** **Supplemental Description 2** is used to provide additional information for the work item.

Scroll down to find appropriate work item.

“Click” to highlight appropriate item.

“Click” on **Record Work Item**  button located on the toolbar.

NOTE: Verify the item number corresponds with the correct Project Number.

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Project Nbr: 9620710 Line Item Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 672.360 Qty Authorized to Date: 672.360 Units Type: Mg

Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1		276.250	41	

Placed Qty: 276.250 Plan Page Nbr: 41 Contractor: [Dropdown]

Loc Seq Nbr: 1 Location: [Text] Measured Indicator: ☐

Station	Offset	Distance	Station	Offset	Distance
From: +	.000		To: +	.000	

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

The **Record Work Items** window opens containing two panels.

The upper panel contains details of the work item plus a summary of previously reported quantities for the work item.

The bottom panel collects work performed information for the DWR

“Click” the **New**  button.

The following fields open for data entry;

- **Placed Quantity:** **Placed Quantity** is the quantity for pay associated to the item for that day’s work. “Enter” the **Placed Quantity**.

NOTE: If a **DWR Template** is available, this field will be grayed out. Data will be populated after the template is saved.

- **Plan Page Nbr:** **Plan Page Nbr** is the page number from the contract documents to be referenced.
“Enter” the plan page number, if appropriate.

Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1		276.250	41	

Placed Qty: 276.250 Plan Page Nbr: 41 Contractor: PAVE'UM RIGHT CO ** PRIME **

Loc Seq Nbr: 1 Location: Station Offset Distance St

From: + .000 To: .000

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr M	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

- **Contractor:** Contractor is a list of the Prime contractor and Sub-contractors associated to that item.

“Click” on the appropriate **Contractor** from the drop-down list.

NOTE: The sub-contractor must be associated to the line item and approved on the current date or a prior date before it is available in the **Contractor** drop-down list.

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 672.360 Qty Authorized to Date: 672.360 Units Type: Mg

Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1	Line S-1-A	276.250	41	

Placed Qty: 276.250 Plan Page Nbr: 41 Contractor: PAVE'UM RIGHT CO ** PRIME **

Loc Seq Nbr: 1 Location: Line S-1-A Measured Indicator: ☒

Station Offset Distance Station Offset Distance

From: + .000 To: .000

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

- **Loc Seq Nbr: Location Sequence Number** is the sequence number for the installation record for the item. This is an automated function.
- **Location: Location** is a brief description of the location where the work item was installed.
- **Measured Indicator:** Measured Indicator identifies that the installation of this work item was field measured.

“Click” on the **Measured Indicator** check box, if appropriate.

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Project Nbr: 9620710 Line Itm Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1:
Supp Desc 2:

Qty Reported to Date: 672.360 Qty Authorized to Date: 672.360 Units Type: Mg
Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐
Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Line S-1-A	276.250	41	<input type="checkbox"/>

Placed Qty: 276.250 Plan Page Nbr: 41 Contractor: PAVE'UM RIGHT CO ** PRIME **

Loc Seq Nbr: 1 Location: Line S-1-A Measured Indicator: ☒

From	Station	Offset	Distance	To	Station	Offset	Distance
2	+	23.600	Rt	4	+	54.100	Lt
			4.030				6.900

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

- **Station Offset Distance:** Station Offset Distance is the station and offset from the location associated to the work being installed.

“Enter” the beginning and ending stations with offsets, if appropriate.

NOTE: If you enter stationing, you **must** enter offsets in order to save information.

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Project Nbr: 9620710 Line Itm Nbr: 0077 Item Code: 808-05866 Category Nbr: 0001

Item Desc: PAVEMENT MESSAGE MARKING, REMOVE Unit Price: \$30.00000

Supp Desc 1:
Supp Desc 2:

Qty Reported to Date: 63.300 Qty Authorized to Date: 4.900 Units Type: m2
Qty Installed to Date: 4.900 Bid Qty: 9.000 Pay To Plan Qty: ☐
Status: Active Qty Paid to Date: 4.900 Current Contract Qty: 9.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1		.000	0	<input type="checkbox"/>

Placed Qty: .000 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO ** PRIME **

Loc Seq Nbr: 1 Location: Line BR-549 Measured Indicator: ☐

From	Station	Offset	Distance	To	Station	Offset	Distance
	+	.000			+	.000	
			.000				.000

Some Work Items will have “Templates” associated with them which can be used to record measurements and ease computation of quantities.

After selecting the “**Work Items Tab**” and “Clicking” on the **New** button, the **DWR Template** Button will appear on the toolbar if Templates are associated to this work item. Enter the Data in the lower panel for **Contractor** and **Location**. “Click” on the **DWR Template** button on the toolbar.

Template ID	Description	Used	Detail/ Multi Line	Returns Value
GenEntm2	General Entry m2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PMMRM	Pavement Message Markings Remove Metric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The **Select Template** window opens.

Scroll through the list until the appropriate template is identified.

“Click” on the template desired to highlight it.

“Click on **Record Template Data** to begin entering field measurement data.

AASHTO SiteManager
File Edit Services Window Help

DWR Template - PMMRM

Contract: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07
Project Nbr: 9620710 Line Itm Nbr: 0077 Loc Seq No: 1
Item Code & Desc: 808-05866 PAVEMENT MESSAGE MARKING, REMOVE

Pavement Message Markings, Remove

Total Daily Area 18.50 m2

Page 1 of 1


From: Station 23 + 84.210 Q Reference Right Offset Distance 1.200 To: Station 42 + 93.941 Q Reference Left Offset Distance 3.100


Standard Pavement Message Markings


Description	Quantity	Description	Quantity	Description	Quantity
"Ahead"	0	Combo Arrow	2	"Exit"	0
"Left"	1	"Only"	3	Railroad "R"	0
"Right"	1	"RXR"	0	"School"	0
"Stop"	0	Straight Arrow	0	"Turn"	1
Turn Arrow	0	"XING"	0		

Remarks: General Remarks can be entered here.
And Here
And Here
And finally here!

Enter the data indicated.

“Click” the **Save**  button located on the tool bar to complete computations.

“Click” the **New**  button to open additional sheets for additional areas.

“Click” the **Close**  button to return to the **Work Items Tab**.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Fly, Hyrum D. Date: 09/14/07

Project Nbr: 962071

Item Desc: PAVEMENT

Supp Desc 1:

Supp Desc 2:

Qty R

Qty I

Status: Active

Loc Seq Nbr Location In

1 Line BR-549

Remarks (General Remarks) :

General Remarks may also be placed here.

Placed Qty: 18.500 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO *** PRIME ***

Loc Seq Nbr: 1 Location: Line BR-549 Measured Indicator: ☐

Station	Offset	Distance	Station	Offset	Distance
From: +	.000	.000	To: +	.000	.000


Material Inspection Detail


Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
None	9.000	0.000	4.900	None

Remarks: Remarks balloon located on the tool bar is to be used for General Remarks.

“Click” on the **Remarks**  button.

“Enter” remarks in the **Remarks** balloon, if applicable.

“Click” on **Remarks**  button again to close Remark window.

Notice that once the remarks balloon had been populated the remarks icon appear with lines .

“Click” **Save**  button located on the toolbar.

Force Accounts Tab

INDOT will not use the Force Accounts portion of the DWR.

Creating a Daily Work Report (DWR)

Exercise B-1-1-T

Group Exercise

In the following exercise, you will create a DWR from information obtained by d90hfly, Hyrum D. Fly while inspecting PAVE'UM RIGHT Co.

Log into SiteManager as update

Password: pass

Navigate from **Main Panel:**

“Double-Click” on **Daily Work Reports (+)** icon

“Double-Click” on **Daily Work Reports** icon

“Click” on **Services** located on the toolbar

“Click” on **Choose Keys** from the dropdown list

“Double-Click” on the appropriate **Contract ID “R-90004”**

DWR Info Tab

“Double-Click” on **DWR Date** field

Enter in yesterday's date

“Click” on **OK**

Enter **Temperature High:** 60

Enter **Temperature Low:** 35

Enter **Weather Conditions A.M.:** “Click” on Clear

Enter **Weather Conditions P.M.:** “Click” on Partly Cloudy

“Click” on **General Remarks** in the scroll down menu to the left of the **Remarks** field.

“Click” on **Remarks** field enter: “Worked on both sides of Casey Road intersection”

“Click” on **Save**

Contractors Tab

“Click” on **Contractors** field

“Click” on **New** button on the toolbar

“Click” on **PAVE'UM RIGHT CO** from drop down menu

“Click” on **Supervisor/Foreman Name** field

“Click” on **New** button on the toolbar

“Click” on **Foreman** from drop down menu

“Click” on **Personnel Type**

“Click” on **New** button on the toolbar

“Click” on **Laborer** on the drop down menu

Enter **Nbr of Persons:** 2

“Click” on **Save** on the toolbar

Contractor Equip. Tab

“Click” on **PAVE’UM RIGHT CO** in top panel
“Click” on **Equipment ID-Description** field
“Click” on **New** button on the toolbar
Select **PMC100 Pavement Marking Cart** from drop down list
Enter **Nbr. Of Pieces**: 1
Enter **Nbr Used**: 1
Enter **Hours Used**: 6
“Click” on **Save** on the Toolbar

Work Items Tab

“Click” on **Line Item Number: 0077 “Pavement Message Marking, Remove”**
“Click” on **Record Work Item** on the Toolbar
“Click” on **New** on the Toolbar
Enter **Plan Page Nbr**: 22
“Click” on **Contractor: PAVE’UM RIGHT CO** from drop down menu
Enter **Location**: Line S-4-A
“Click” on **Save** on the Toolbar
“Click” on **Template ID: PMMRM**
“Click” on **Record Template Data** located on the Toolbar
Station Location Information:
 Enter **From**: 41
 Enter **+**: 32.00
 Enter **Offset**: RT
 Enter **Distance**: 15.25
 Enter **To**: 47
 Enter **+**: 25
 Enter **Offset**: LT
 Enter **Distance**: 16.00
Enter in **Turn Arrow**: “Quantity 2”
Enter in **ONLY**: “Quantity 1”
“Click” on **Save** on the Toolbar
“Click” on **Close** on the Toolbar to close the Template Window
“Click” on **Close** on the Toolbar to close the Daily Work Report Window